

Chief, Services Branch

January 28, 1948

Acting Chief, FBIB

Reproduction of FBIB Publications

1. This office desires to express appreciation for the generally satisfactory reproduction of FBIB publications since the transfer of its reproduction unit to Services Branch. Attention is directed, however, to the following respects in which the service appears to have suffered, and in which it had been FBIB experience that constant effort is required to maintain standards.

- a. Smudged and soiled pages. Samples attached.
- b. Delivery of unclassified Daily Report after report editors have gone for the day and so near the end of administrative office hours that no inspection of the publication is possible until the following day. Delivery by 1530 is desired if possible.
- c. Delay of approximately one hour in delivery of pink sheet Summary. Delivery by 1300 is desired if possible.
- d. Delivery of Targets too late for editorial briefing Friday afternoon. Delivery by 1400 Fridays is desired if possible.
- e. Delivery of Survey of USSR broadcasts frequently too late for weekend use. Delivery by 1500 Fridays is desired if possible.
- f. Errors in delivery: failure to deliver copy or specified number of copies to particular addressees.

2. It is requested that effort be made to correct these deficiencies to the extent practicable.

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Acting Chief, FBIB

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cc to be noted by:  
Liaison officer  
Special Reports  
Administrative Office - file  
Editorial Division

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